



Summer Food Service Program



Bulletin

Child Nutrition Programs

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To: SFSP Sponsors
Program Reviewers

Date: November 25, 2014

Bulletin: 2014-10

From: Alicia Stephens
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Subject: USDA Policy Memos and Information

USDA Policy Memos, Information & Implementation Memos:

To view previous USDA policy memos, visit:

<http://www.fns.usda.gov/sfsp/policy>

1. SFSP 01-2015 – Duration of Income Eligibility Determinations Guidance and Q&As
2. SFSP 02-2015 – Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts
3. SFSP 03-2015 – Area Eligibility in Child Nutrition Programs

Additional Topics:

- USDA Standardized Recipe Webinar
- USDA Chefs & Schools Q&A Webinar
- USDA Explores Cost Effective Ways to Improve Summer Food Access for Kids
- Updated: Share Our Strength Funding & Grants
- Certified Food Protection Manager Training

Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Summer Food Service Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

USDA Policy Memos, Information & Implementation Memos:

1. SFSP 01-2015 - ***Duration of Income Eligibility Determination Guidance and Q&As*** This memorandum provides guidance and clarification regarding individual income eligibility determinations and durations in the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). This memorandum discusses the duration of eligibility, change in household income, and the elimination of temporary approval in CACFP and SFSP as well as establishing claiming percentages in CACFP. This memo supersedes CACFP 07-2014, SFSP 12-2014, *Guidance on Income Eligibility Determinations and Durations* issued January 16, 2014, and revises guidance related to the income eligibility effective date. Attachment A includes answers to frequently asked questions.
2. SFSP 02-2015 – ***Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts*** This memorandum responds to a number of recent questions and requests to provide clarifying guidance to State agencies and Child Nutrition Program (CNP) operators, including the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program, regarding the expectation and enforcement of ethical conduct by their employees engaged in procurement of Program goods and service. State agencies and CNP operators are reminded that 7 CFR 3016.36(b)(3) and 3019.42, as applicable, currently

require entities receiving Federal funds to develop and implement a written code of conduct designed to govern the performance of employees engaged in procurement.

3. SFSP 03-2015 – **Area Eligibility in Child Nutrition Programs** The purpose of this memorandum is to provide guidance on the use of school and census data to establish area eligibility in the Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP). In addition this memorandum consolidates previous guidance and simplifies the area eligibility determination process to reduce the administrative burden on State agencies and Program operators. This memorandum also includes guidance on the Community Eligibility Provision (CEP) as it relates to area eligibility determinations.

Additional Topics

- **USDA Standardized Recipe Webinar – Thursday, December 4th at 10am** Learn about why and when to create standardized recipes, and when and how to modify them to better utilize your inventory or planned USDA Foods purchases! Hear about available standardized recipes for schools from agricultural boards, social media, and school nutrition programs. Register here: <https://usdafnsocco.wufoo.com/forms/anatomy-of-a-standardized-recipe-webinar/> Upon registration, you will receive an email with the LiveMeeting and audio connection details. *Note: [Check your system](#) before the webinar to make sure it is ready to use Microsoft Office LiveMeeting. You may need to install LiveMeeting on your computer. Read this [article](#) for additional guidance on using LiveMeeting on a Macintosh computer. In addition to using LiveMeeting to view the presentation, you will need to call the phone line and enter your participant passcode to hear the discussion.
- **Save the Date! Dial-in and registration information to come.**
Thursday, December 18th 10-11am
Three chefs who consult with schools will share their expertise on common cooking questions!
Chef Garrett Berdan
Chef Carlin Breinig
Chef Cyndie Story
- **USDA Explores Cost Effective Ways to Improve Summer Food Access for Kids** As part of USDA's mission to address increased child hunger during the summer, USDA has conducted a series of projects examining ways to better serve children from low-income families, particularly those living in remote areas or areas otherwise underserved by USDA's summer meal programs. The interventions tested included delivery of meals in rural areas, providing backpacks with food for weekends and holidays when summer meal sites were not available, and providing summertime nutrition assistance benefits through electronic benefit transfer (EBT). The studies found that some of these innovative strategies were effective in reaching additional children, and some substantially reduced childhood hunger in low-income families. Read the full press release here: <http://www.fns.usda.gov/pressrelease/2014/fns-001114>
- **Updated: Share Our Strength Funding and Grants Webpage** Now is the time to start planning for SFSP 2015. *Share Our Strength* has updated their Funding and Grant Opportunities webpage. For more ways to supplement and grow your SFSP check out the updated page here: <http://bestpractices.nokidhungry.org/child-nutrition-program-grant-opportunities>
- **UAF Certified Food Protection Manager Training November 26 is the deadline to register** for certified food protection manager training offered December 10 in Fairbanks and Palmer and by videoconference in Barrow, Kodiak and Tok. The workshop, which is hosted by the University of Alaska Fairbanks Cooperative Extension Service, will run from 9 a.m. to 5 p.m. State regulations require that all food establishments have at least one certified food protection manager on staff. The manager ensures compliance with food safety regulations.

Register online prior to the workshop at <http://bit.ly/ces-workshops> to receive a study guide and class locations. The \$200 fee includes one certification exam. For more information, go to www.uaf.edu/ces/ or contact Kathy McDougall at 907-474-2420 or kmmcdougall@alaska.edu.

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Commonly Used Acronyms

SFSP – Summer Food Service Program
CNP – Child Nutrition Programs
WRO – Western Region Office
FNS – Food & Nutrition Services
FNSRO-Food & Nut Services Reg. Office
USDA – U.S. Department of Agriculture
SA – State Agency
DEC – Department of Conservation
LEA – Local Education Agency

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